



Accessibility Plan – Progress Report

Coulson Aircrane Ltd.

June 1, 2024

Introduction

Coulson Aircrane Ltd. published its first Accessibility Plan in 2023. Our organization is required to publish a progress report in 2024 and another in 2025. To prepare these progress reports, we consulted our employees.

General

This Progress Report is offered in any of the following formats upon request:

- Print
- Large print
- Braille
- Audio
- Electronic

Any requests for copies of the Progress Report in an alternative format can be addressed to the following designated company representative:

Patrick Cameron
250-734-7647
4890 Cherry Creek Road
Port Alberni, BC
V9Y 8E9
Patrick.Cameron@coulsongroup.com

Employment

Create a documented process that management, safety, and HR will use to determine and formalize the accommodations employees may require when returning to work after an injury or illness.

Progress: We are in the process of establishing a return-to-work process with our Safety Department, Human Resources Department, and Management that will formalize the process and how we will provide accommodations.

The Built Environment

Replace all rotating doorknobs with door levers.

Progress: With new facility construction and renovations, accessible doorknobs will be reviewed.

Add a designated handicapped parking spot near the entrance of our main office building

Progress: The parking lot will be expanded and once complete, a handicap sign will be put up.

Evaluate our Evacuation Plan to determine how to install a fire alarm system that includes a visual aspect as well.

Progress: Pull-stations are being evaluated as a potential fire alarm.

Evaluate and assess our generalized meeting areas to determine if there are alternative locations to hold meetings and group activities as needed.

Progress: As of now, there are limited spaces to hold general meetings but with incoming construction that may change in the future. We will continue to evaluate.

Information and Communication Technologies (ICT)

Evaluate our current technologies, such as our IT Helpdesk, to determine if there are any barriers.

Progress: No barriers have been identified. We will continue to evaluate.

Communication Other Than ICT

Replace posters with barriers and include bigger font, softer colors, and plain language.

Progress: Safety boards have been redone to include more accessible visual materials.

Procurement of Goods, Services and Facilities

No barriers were identified. We will continue to monitor and evaluate the procurement processes for potential barriers.

The Design and Delivery of Programs and Services

Ensure that the Company website meets the requirements set out in the Web Content Accessibility Guidelines.

Progress: The Web Content Accessibility Guidelines will be reviewed.

Edit the existing online training to include more visuals and bigger font.

Progress: Memos and training have included more visuals.

Transportation

The Travel Department will ask if the person requires any accommodation before booking them any travel or transportation.

Progress: We will continue to monitor the process.

Consultations

The consultation on our progress took place through a survey in which we sent an invitation to participants via email. This was the most direct and immediate way to reach our target audience. The survey invitation was sent to 209 people. We received a total of 31 responses.

Employment

0% of respondents reported facing barriers.

The Built Environment

0% of respondents reported facing barriers.

Information and Communication Technologies (ICT)

0% of respondents reported facing barriers.

Procurement of Goods, Services and Facilities

4% of respondents reported facing barriers.

The Design and Delivery of Programs and Services

0% of respondents reported facing barriers.

Transportation

8% of respondents reported facing barriers.

Comments included: Parking

Feedback

We did not receive any other feedback besides the comments in our Consultation. We accept and encourage feedback from our employees and any other member who has interacted with the organization. Feedback can be provided through many channels, and we have options for it to be anonymous as well.

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We will acknowledge feedback within 2 business days of receipt and will keep a record of the feedback in our Accessibility Plan files.

Glossary

Barrier: Anything physical, architectural, technological, or attitudinal, anything that is based on information or communications, or anything that is the result of a policy or a practice that hinders the full and equal participation in society of a person with an impairment, including a physical, mental, intellectual, cognitive, learning, communication, or sensory impairment, or a functional limitation.

Disability: Any impairment, including a physical, mental, intellectual, cognitive, learning, communication, and sensory impairment, or functional limitation that is either permanent, temporary, or episodic in nature. It can be evident or not in interaction with a barrier to hinder a person's full and equal participation in society.

Date: June 1, 2024

Accessibility Progress Report completed by: Nicola Denis